


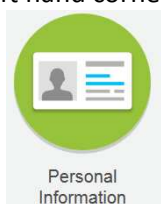
Employee Self Service – Changes in Contact Information

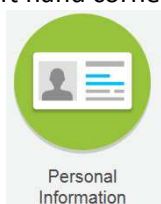




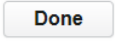


Employee Work Center enables you to make changes to your address and phone number which will in turn update all of our insurance vendors and the state retirement office. You should also keep your dependents' addresses up-to-date for insurance purposes. Finally, providing updated emergency contact information is strongly encouraged. Please follow the simple steps below to make the necessary updates to your personal information.

Change your Contact Information

1. Go to www.link.nebraska.gov
2. Click Employee Work Center
3. Log on using your assigned user ID and password. You can use the Forgot Password button for a password reset.

4. You should be taken to the All About Me home page. If you are not, click on the menu button  in the upper left hand corner and click on All About Me.



5. Click on 
6. Click on Contact Information under the **Change** heading.
7. Click on the  button
8. Click on the paper/pencil  next to the address listed under PRIMARY ADDRESS to update it OR click on the  sign to add an address if one is not already in there.
 - a. Address line 1 should contain your full street address including apartment number (if applicable).
 - b. Address line 2 should be blank unless you list a PO BOX in line 1 and want your physical street address in line 2
 - c. Enter your City, State and Zip code.
 - d. Click 
9. Please do not use the **Additional Address** field for anything. That will not update the other systems as needed.
10. Click on the pencil next to Primary Phone number to edit that OR click on the plus sign to add a new number.
 - a. Select what type of phone device it is (mobile or telephone)
 - b. Enter the area code
 - c. Enter the phone number in the 999-9999 format.
 - d. Click 
11. Repeat these steps for any additional fields that need updating such as additional home phone numbers, email addresses, work phone numbers, etc.
12. Once all updates are made, scroll to the bottom of the page and click  and then click .

Change your Dependents' Contact Information




1. Go to www.link.nebraska.gov
2. Click Employee Work Center
3. Log on using your assigned user ID and password. You can use the Forgot Password button for a password reset.

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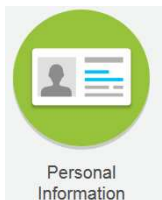
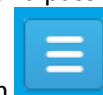
4. You should be taken to the All About Me home page. If you are not, click on the menu button in the upper left hand corner and click on All About Me.







5. Click on
6. Click on Dependents under the Change heading
7. Click on the  button next to the first dependent you need to update.
8. Click on the Contact Information tab.
9. Update the addresses and phone numbers as needed.
10. Click  and then click 
11. Repeat the process for any other dependents that need to be updated.

Change Emergency Contacts

1. Go to www.link.nebraska.gov
2. Click Employee Work Center
3. Log on using your assigned user ID and password. You can use the Forgot Password button for a password reset.
4. You should be taken to the All About Me home page. If you are not, click on the menu button in the upper left hand corner and click on All About Me.



5. Click on
6. Click on Emergency Contacts under the Change heading.
7. Click  to edit an existing contact or click  to add a new one.
8. Make any necessary updates on the Contact Information tab.
9. Click  and then click 
10. Repeat the process for any other emergency contacts that need to be added or updated.

Other Personal Information Changes

You may also update your marital status, legal name and preferred name through the Personal Information screen. Name changes **require approval** from your payroll/benefits representative in the Lincoln HR office and may require supporting documentation such as a social security card verifying the name change.